

Attachment 5.

### **CHECKLIST FOR MINOR SUBDIVISION FINAL PLAN**

This checklist is furnished by the Planning Board to assist in the application for final approval of Minor Subdivisions. It does not relieve the applicant of the responsibility to review and comply with all applicable regulations in the Tiverton Town Code.

Twenty (20) copies of all items

Final plans, stamped and signed by a professional surveyor registered in the State of Rhode Island, of the subject parcel showing the following information:

1. \_\_\_\_\_ A general location map showing the relationship of the parcel to the area within a half mile radius
2. \_\_\_\_\_ Name of the proposed subdivision
3. \_\_\_\_\_ Name and address of property owner and applicant
4. \_\_\_\_\_ Name, address and telephone number of engineer and/or land surveyor
5. \_\_\_\_\_ Date of plan preparation, with revision date(s)
6. \_\_\_\_\_ True north arrow, and graphic scale (minimum of 1 inch = 100 feet, or as otherwise required) on 22-inch by 32-inch sheets; 18-inch by 24-inch sheet(s) for recording
7. \_\_\_\_\_ Assessors Map/Plat, Block, and Card/Lot number(s) of the land being subdivided
8. \_\_\_\_\_ Dimensions and total area of the subject parcel, and location and dimensions of existing property lines, easements and rights-of-way within or appurtenant to the subject parcel, with a certification (stamp) of a registered land surveyor, and class of survey
9. \_\_\_\_\_ Zoning district(s) of the land being subdivided, with zoning boundary lines shown if there is more than one district
10. \_\_\_\_\_ Location, width and names of existing public, private and paper streets within and immediately adjacent to the subject parcel
11. \_\_\_\_\_ Names of abutting property owners and property owners within 200' of the subject parcel
12. \_\_\_\_\_ Location and approximate size of existing buildings or significant above-ground structures on the subject parcel

13. \_\_\_\_ Locations and dimensions of all existing utilities within or immediately adjacent to the subject parcel, including gas, electric, water, sewer and stormwater drainage facilities
14. \_\_\_\_ Location of verified wetland boundaries, watercourses or coastal features within the subject parcel or within 200 feet of the perimeter of the parcel
15. \_\_\_\_ Existing contours at intervals of two feet (interpolation to 5' from U.S. Geodetic 10' data may be acceptable)
16. \_\_\_\_ Base flood elevation data
17. \_\_\_\_ Locations of existing land uses, historic features, including stone walls and historic cemeteries, and other site conditions as required by the Planning Board as a condition of preliminary approval
18. \_\_\_\_ Proposed lots with areas indicated, and all interior lot lines, building setback lines and street lines with dimensions indicated
19. \_\_\_\_ Location of any land proposed to be set aside as open space or to be conveyed to the Town of Tiverton for public purposes, with areas and dimensions indicated
20. \_\_\_\_ Location and notation of type of existing or proposed easements and rights-of-way, with areas and dimensions indicated
21. \_\_\_\_ Locations of existing and proposed permanent bounds (concrete or granite, where possible)
22. \_\_\_\_ Final plans, profiles and cross section of each street or street extension, at a scale of 1 inch = 40 feet horizontal, and 1 inch = 4 feet vertical, including typical cross sections and paved areas delineated on the appropriate plans
23. \_\_\_\_ Final grading plan stamped by a registered professional engineer
24. \_\_\_\_ Final soil erosion and sediment control plan
25. \_\_\_\_ Final drainage plan stamped by a registered professional engineer
26. \_\_\_\_ Final utilities plan stamped by a registered professional engineer
27. \_\_\_\_ Final landscaping / tree preservation plan stamped by a registered landscape architect

Supplementary information (as applicable):

1. \_\_\_\_\_ Notation of special conditions of approval imposed by the Planning Board
2. \_\_\_\_\_ Written confirmation from the Director of Public Works that he or his designee has approved the final plans for proposed sewage disposal, stormwater control and street design
3. \_\_\_\_\_ Written confirmation from the RIDEM Wetlands Section that plans of the proposed development, including any required off-site construction, have been reviewed and that approval has been granted for the proposed site alteration, if wetlands exist on the subject property
4. \_\_\_\_\_ Written approval from the RI Coastal Resources Management Council of the proposed development, including any required off-site construction, in the form of an assent as provided under the Rhode Island Coastal Resources Management Program, if the subject property has coastal shoreline
5. \_\_\_\_\_ A copy of the subdivision suitability report from the RIDEM ISDS Section for the subject parcel, or approved ISDS applications for individual lots
6. \_\_\_\_\_ A Physical Alteration Permit (PAP) issued by the RI Department of Transportation for any connection to or construction work within a state highway or other right-of-way
7. \_\_\_\_\_ Two original signed copies of all legal documents describing proposed easements and rights-of-way, conveyances, restrictions or other required legal documents

Specify:

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8. \_\_\_\_\_ **Two signed copies of an irrevocable offer to convey to the Town of Tiverton all public streets and/or other public improvements, accompanied by a metes and bounds description**
9. \_\_\_\_\_ Deed(s) transferring land proposed for conveyance to the Town of Tiverton or other group or agency for open space purposes
10. \_\_\_\_\_ ***“PB Tax Certificate”*** from the Tax Collector of Tiverton showing that all taxes due on the parcel being developed have been paid through the current fiscal

year, for a period of five years prior to filing of the final plat, and that there are no outstanding municipal liens on the parcel

11. \_\_\_\_\_ Certificate from the Chief of the Fire Department of Tiverton showing consent to the names of all proposed streets
12. \_\_\_\_\_ Current filing fee, if any

**This application is being filed for the purpose of being placed on the Planning Board agenda for review. All information in this application is complete and accurate to the best of my knowledge. I hereby authorize duly appointed members of the Tiverton Planning Board and the Tiverton Conservation Commission to enter and inspect the property at reasonable times during the review and approval process for the purpose of ensuring compliance with the Land Development and Subdivision Review Regulations and with other applicable portions of the Town Code.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Signature of PLS

\_\_\_\_\_  
Registration No.

\_\_\_\_\_  
DATE